FSEC meeting 4/1/2011
Members present: Jerry Saviano, Rob Edmondson, Evelyn Green, Steven Chu, Vern Takebayashi, Karen Hastings, Waune Sunahara, Jean Maslowski, Judy, Sokei, Mike Rota, Erika Lacro, Lorri Taniguchi for Preshess Willets-Vaquilar, student rep ? (did not get her name).

Members excused: Shioko Yonezawa

Guests: Marcia Roberts-Deutsch, Charles Miller, Karadeen Kam, Lorri Taniguchi, Steve Mandraccia

1. Approval of minutes. Minutes approved with correction that for last meeting’s minutes, there was one abstention (it was reported as approved unanimously).

2. Possible new motions related to referendum. Judy Sokei asked some questions to clarify the motion that was tabled two meetings ago. It was explained that a tabled motion may not be discussed until it is removed from the table and must remain in its original form. Judy agreed that the tabled motion would have to be altered and that a new motion should be made by the FSEC for reorganization purposes. However, she did not make a motion.

3. Erika Lacro provided an update on Re-Organization meetings. The first round of Re-Organization meetings is posted on the Intranet [http://honolulu.hawaii.edu/intranet/organization/index.html](http://honolulu.hawaii.edu/intranet/organization/index.html). Erika reported that some of the re-organization discussions are based on specific tasks that those groups are being asked to address, while other discussions are just general brainstorming. For example in the University College (UC), there are talks to clean up the Org Charts because a number of Native Hawaiian positions have become institutionalized (started under grants but now under general funds) and therefore those positions need to show up on the Org Charts. There have been talks about forming a special unit for Native Hawaiian courses/faculty but since the faculty in that area need to go through tenure/promotion, this unit might be a unit within the UC so that the UC can provide support/mentorship to get them through those procedures.

   Mike Rota pointed out that he would prefer (if there are no strong objections) that Re-Org be completed by the end of this semester. This would entail obtaining approval from the various governing bodies, and Jerry Saviano stated that the FSEC would call special meetings to support this if needed.

   Erika reported that Student Services is looking to see what best practices other colleges are doing that could be adopted to help our students. One thing the Re-Org will accomplish is to recombine Admissions and Records. This move will make HCC match all the other campuses in the UH system. At the same time, this move will remove clerical support from the counselors, and so this will have to be addressed.

   Erika reported that ITC will be moved out from under PCATT and that all groups supporting technology will report to Academic Affairs. This would include parts of what is currently the EMC. Noncredit will be brought together under PCATT and PCATT will docent over all continuing education/training. Grouping staff supporting noncredit courses under PCATT will mean pulling them out of their current areas possibly leading to imbalances in workload. Floating clerical support is being discussed as a possible way of smoothing out these imbalances.

   Erika reported that in Tech I there are 2 departments (FIRE, OESM) don’t really align with the other departments in Tech 1. This may be addressed by having 2 division chairs for Tech 1. Mike Rota pointed out that there are different “green” technologies in the Trades vs. Transportation and that the departments should be grouped by these “green” technologies. The Construction Academy will go under Tech 1. MELE is currently in UC, but could move to Tech 2.
Erika reported that for Academic Support not much changes will happen for Library, but CSC has some instructors moving into the Math department, and EMC would have the IT support components removed and placed with the rest of the IT support groups. Erika also reported that Security will report directly to the VCAS (instead of through Operations/Maintenance).

4. System FSEC representative Evelyn Greene brought forward a System Common Course Numbering Proposal. This proposal basically states that General Education core courses which are equivalent will be 100% articulated and will share a common course alpha, number, title, course description, similar student learning outcomes and the same GE designation. Jerry motioned that we approve this proposal with the language that we modestly suggest that “similar student learning outcomes” be replaced with “identical common core of student learning outcomes”. Vern seconded. Motion was approved unanimously.

Evelyn had some other announcements that she will send out to faculty-hcc-l.

5. Steve Mandraccia reported that the Policy on Graduation Requirements that the FSEC approved last meeting was being discussed at the System level. Hawaii CC had a problem with the word “program” and so they are working on re-wording this.

6. HCCP # 1.101 Participation in College Decision Making Processes. This is a policy proposal brought forth by Mike Rota that states how faculty, staff, and students have the opportunity to participate in the governance of this campus. This policy also delineates the responsibilities of the Chancellor in reviewing/approving charters for the various governing bodies including the FSEC, SSEC, KKW Council, ASUHCC, Planning Council. The various governing bodies are responsible for publishing their charter, meeting schedules, meeting minutes, and to evaluate their effectiveness of their participation in the College governance process. Karen moved to approve this policy, Evelyn seconded. The motion passed unanimously.

7. Jerry brought out the fact that the FSEC charter did not provide enough guidance in a proposal that would have changed the membership of the FSEC. Jerry stated that we need to draft a revised charter and everyone present agreed that this is a good idea. Jerry will work on this along with Evelyn Greene and Marcia Roberts-Deutsch.

8. Jerry and Vern will be working on some guidelines for civility for FSEC members. Since the FSEC governs over a number of the campus committees, these guidelines may serve as a model for those committees as well.

9. HCCP#4.101 Integrated Planning, Resource Allocation, and Assessment. Mike Rota brought forward this policy proposal that reinforces/establishes how the planning, budgeting, and assessment process should work. This proposal spells out the responsibilities of the Planning Council in making recommendations to the Chancellor including major priorities in the College Strategic Plan and the Implementation Plan to support those priorities. In addition, the policy states that the Chancellor will consult with other administrators and the established governing bodies to develop a framework that integrates planning, resource allocation, and assessment processes. Evelyn motioned to approve this policy, Karen seconded. Motion passed unanimously.

10. Developmental Education Implementation Policy. If entering students place into developmental education courses, a hold is placed on their registration. The student must then meeting with a counselor for that hold to be removed. This will force the students to enroll in the developmental education course, before they can proceed with the rest of their courses.